

#### **VSIP ESTIMATES:**

Your separation incentive is determined on the basis of your rate of basic pay and your years of creditable service (don't count former military service). If approved for VSIP you will receive an amount which is the lesser of \$25,000 (before taxes) or the amount of your severance pay entitlement. Questions concerning VSIP estimate should be directed to the CPAC at ext 2640.

Your basic severance pay allowance is computed on the basis of one week's basic salary for each year of creditable service for the first 10 years, and two week's basic pay for each year over 10. Age adjustment allowance is on the basis of 10% of total basic allowance for each year of age the employee exceeds age 40.

**EXAMPLE:** 45 years old with 20 years of creditable service, and your basic weekly salary is \$100, your separation incentive is computed as follows:

Basic Allowance:

\$100 (weekly salary) x 10 (1st 10 years of service) = \$1,000

\$100 (weekly salary x 2 x 10 (years over 1st 10 years of service = \$2,000

\$1,000 + \$2,000 = \$3,000 (Basic Allowance)

Age Adjustment Allowance:

\$3000 (Basic Allowance) x 5 (years over 40) x 10% = \$1,500 (Age Adjustment)

VSIP Estimate:

\$3,000 (Basic Allowance) + \$1,500 (Age Adjustment) = \$4,500

#### **APPLICATION DEADLINES:**

You must submit your application by 29 Jan 00 to your Director or Chief of Special Staff Offices.

Submit a request for VSIP only if you are serious about retiring or resigning.

#### **NOTIFICATION OF APPROVAL:**

Submission of a VSIP application does not automatically guarantee approval.

Employees will be officially notified of the decision regarding their VSIP request by their chain of command after approval/disapproval.

#### **ACTIVITIES INCLUDED IN VSIP WINDOW:**

HQ Fort Monroe (WOUWAA)

## **INSTRUCTIONS FOR VSIP APPLICATION**

### **ANNUITY ESTIMATES:**

Prior to submitting VSIP applications, employees covered by the Civil Service Retirement System (CSRS) are encouraged to use PCRetire, DOD's automated retirement calculator, to generate a basic annuity computation for themselves. This program is available on a walk-in basis in the Civilian Personnel Advisory Center (CPAC), Bldg 82

Employees covered by the Federal Employees Retirement System (FERS) may contact the CPAC, ext 2640, for an annuity estimate prior to submitting a VSIP application.

The CPAC will provide retirement counseling sessions to those employees whose applications are approved for VSIP.

### **APPLICATION PROCEDURES:**

A Standard Form (SF) 52, Request for Personnel Action, is used to officially request VSIP. Your administrative office has SF 52s or other computer generated versions.

The following information should be included in PART E (of the SF 52) or attached as a supplement sheet to the form:

- Reason for retirement/resignation
- Forwarding address (where your last SF-50 will be mailed)
- Effective date of separation
- Statement of Understanding

"I understand that by accepting VSIP, I become INELIGIBLE for:

a. Reemployment with ANY FEDERAL AGENCY (permanent or temporary, nonappropriated fund employment, personal services contract, etc.) for 5 YEARS from the effective date of my retirement/resignation. If I do return to work for the Federal Government, I will be required to repay the full amount of the incentive.

b. Registration in the DOD Priority Placement Program.

c. Severance pay (if otherwise eligible).

d. Discontinued Service Retirement (if otherwise eligible).

e. The Government's subsidization of the 18-month post-separation group health insurance coverage.

I realize that this Request for Personnel Action is irrevocable."